



# NYTD

National Youth In Transition Database

# HANDBOOK

Department of Human Services  
Children and Family Services  
600 E. Boulevard Ave #325  
Bismarck, ND 58505  
701-328-4934

Developed October 2010  
Updated April 2013

## What is NYTD?

The National Youth in Transition Database (NYTD) is a data collection system for states to compile nationwide data per federal regulation. Data will be used to gain insight into the needs of transitioned aged youth.

**Effective Date:** October 1, 2010.

## Why was NYTD created?

NYTD is a federal requirement asking states to track independent living services provided to youth served in the state, as well as to survey identified foster care youth for a period of time. Tracking the independent living services and surveying a select group of youth will measure success in preparing youth for their transition into adulthood.

## Is NYTD only required for Chafee IL program staff?

**No!** NYTD requires data collection from various sources. Also, not every child in foster care or who receives independent living services is active in the Chafee IL program.

## What happens if North Dakota does not comply with the NYTD requirements?

If states do not comply or meet the federal standards, North Dakota will receive a **1% to 5% fiscal penalty** to be withdrawn from federal funding. For North Dakota, if compliance is not achieved it will result in significant and unnecessary monetary sanctions.

## What data collection is required for NYTD?

States are required to collect and report on two specific areas:

### 1. Independent Living Services (NYTD)

- a) See [Attachment A](#) for the list of the federal independent living service categories.
- b) Professionals responsible for data collection/entry include:
  - County foster care case managers – [See Entire Handbook](#)
  - Division of Juvenile Services foster care case managers – [See Entire Handbook](#)
  - Tribal IV-E foster care case managers – [See Entire Handbook](#)
  - Partnerships care coordinators – [See Attachments A & B only](#)
  - Chafee independent living coordinators – [See Entire Handbook](#)

The noted professional staff work with youth ages 14 to 23 and have client cases entered into the FRAME system. Tribal IV-E case managers will collect data and work with the county social service office to enter relevant independent living services data into FRAME. Most independent living services data will be entered for youth ages 16 to 19; the wide range allows for accurate representation of services provided from various program perspectives.

- c) How should custodians best collect data on a service not provided directly; the child is in a foster home or facility placement? Custodians can ask the foster family or facility if they provided any services to the child that month. The providers are paid by the state and we need to capture that data if they in fact are providing transition services to youth in our care.

### 2. NYTD Survey outcomes data:

- a) See [Attachment D](#)
- b) Professionals responsible for data entry include County foster care case managers, Division of Juvenile Services (DJS) foster care case managers, Tribal IV-E case managers, and Chafee independent living coordinators who work with eligible survey participants.

# NYTD Independent Living Services Categories

Independent Living Service (NYTD)	Definition
Academic Support	Services to help youth finish school. <b>Example:</b> <i>tutoring, literacy training, study skills training, etc.</i>
Budget-Financial Management	Services related to budgeting and financial life skills. <b>Example:</b> <i>build a budget, open a bank account, credit check, etc.</i>
Career Preparation	Services provided to help find, apply for and retain employment. <b>Example:</b> <i>fill out applications, interview classes, etc.</i>
Educational Financial Assistance	Services to receive financial assistance. <b>Example:</b> <i>Complete applications for Education Training voucher (ETV), Voc Rehab, Scholarships for school, books, etc.</i>
Employment Programs or Voc Training	Services designed to build a youth skills for specific trade, vocation, or career. <b>Example:</b> <i>Job Corps training, trade classes, etc.</i>
Family Support/ Healthy Marriage	Services regarding education on maintaining healthy relationships, parental and childcare skills, spousal communication, violence prevention, etc. <b>Example:</b> <i>Educational classes and seminars.</i>
Health Education/ Risk Prevention	Services specific to health related topics, not direct health care. <b>Example:</b> <i>education on safe sex, dental hygiene, how to schedule a doctor's appointment, etc.</i>
Housing Education/ Home Management	Services regarding housing responsibilities and home management. <b>Example:</b> <i>searching for permanent housing, learning to clean and maintain a household, etc.</i>
Independent Living Needs Assessment	Completed Assessment. <b>Example:</b> <i>Casey Life Skills website offers free tools. ND requires all 16 year olds in care to be assessed.</i>
Mentoring	Does the youth meet regularly one-on-one with a mentor, someone who is a trained and screened adult in the community? <b>Example:</b> <i>Youthworks, Big Brothers Big Sisters, etc.</i>
Other Financial Assistance	Services to receive other assistance to assist the youth in living independently. <b>Example:</b> <i>SSI, SSDI, etc from the state.</i>
Post-Secondary Educational Support	Services and support for the youth to enter college. <b>Example:</b> <i>campus tour, filling out applications/ financial aid/ scholarships, test preparation, etc.</i>
Room/Board Financial Assistance	Does the youth receive monetary support through the Regional Chafee Independent Living Program? If so, have room and board flex funds been spent on this youth?
Supervised Independent Living	Services to support living in a supervised independent living facility. <b>**Not provided in ND; FRAME has hid this option**</b>

## FRAME Entry Examples under Independent Living Services (NYTD):

- If you discuss with a youth how to search for an apartment on November 13, you would indicate **“Housing Education/ Home Management”** on **11/13/xx** in FRAME. Another worker may also discuss apartment living on November 29, which would indicate **“Housing Education/ Home Management”** **11/29/xx** in FRAME, this is ok! It is encouraged to continually be teaching the independent living process in various ways, through diverse conversations and training opps.
- If you discuss **“Career Preparation, Voc Training, and Budget-Financial Management”** on November 22; check all three service boxes and enter **11/22/xx** (one date) in FRAME.

## FRAME Entry Duplication:

- It is appropriate to see an independent living service dated and discussed more than once. As we know, independent living is an ongoing process that results with youth having the resources and skills to live successfully as an adult. Independent living skills cannot be taught in one visit; multiple dates from various workers will be a common and well accepted practice.

# **INDEPENDENT LIVING SERVICES (NYTD)**

***\*\*County, DJS, Tribal IV-E, Chafee IL, and Partnerships must all enter IL data in FRAME\*\****

**County Foster Care Case Managers, DJS Case Managers, Chafee IL Coordinators and Partnerships Care Coordinators** who work with youth ages 14 to 23 are required to comply with NYTD by entering independent living services and dates into FRAME. **Tribal IV-E case managers** will work with the Administrative County social service office to enter relevant data into FRAME.

***Data entry should occur each time the youth is provide education, engaged in discussion, informed and/or trained on a NYTD independent living service category (see Attachment A).***

1. NYTD data entry requirements began October 1, 2010 and will continue ongoing.
2. FRAME enhancements were made available for data entry/reporting.
3. FRAME Navigation Tips
  - a. Enter Youth Case Number
  - b. Case Management Tab
  - c. **Independent Living Services (NYTD)** Section
  - d. Click Add Independent Living Service
    - Identify the client name from the drop down menu
    - Identify if the youth is a participant in the Chafee Independent Living Program. *Meaning are they also a foster care youth being served by the independent living coordinator?*
    - Indicate the date the service was provided
    - Indicate your agency name from drop down menu
    - Indicate your worker name from drop down menu
    - Add notes *as needed* in the comments section. This is also helpful to other professionals working with the youth to see what was areas were discussed with you.
    - Check all of the independent living services you discussed on that date
    - Click Add
4. Duplication
  - a. It is possible that one youth may have more than one professional providing education or training on independent living services. This is appropriate as it is understood that independent living is not taught in one visit by one worker, it is a collaborative effort that takes time.
5. School Information
  - a. All youth you enter independent living services for; please verify that the youth has the accurate **school grade** entered in FRAME under school information:
    - View Member Details – School Information – School Grade.
  - b. Education status is one of the NYTD elements reported to the federal government. If the youth is receiving services, a school grade is required for compliance in reporting.
6. Report Periods
  - a. ND is required to have NYTD data submitted to the federal government every six months.
    - Report A collects data from October 1 to March 31 and is due to NYTD by May 15<sup>th</sup>.
    - Report B collects data from April 1 to September 30 and is due to NYTD by Nov 15<sup>th</sup>.
  - b. Please have the six month reporting period data entered timely.
    - Report A entry is due in FRAME by April 10<sup>th</sup> each year.
    - Report B entry is due in FRAME by October 10<sup>th</sup> each year.

**Example:**  
Form Not  
Required

# National Youth in Transition Database (NYTD)

## Independent Living Service Monthly Report Form

***\*This form can be given to foster parents or residential facilities to collect relevant data.***

Please help our agency collect required data and indicate each date the youth is provided education, engaged in discussion, informed and/or trained on a NYTD independent living service category listed below.

**Name of Youth:** \_\_\_\_\_

**Month and Year:** \_\_\_\_\_

**Return This Form To:** \_\_\_\_\_ by \_\_\_\_\_ for entry into FRAME.

SERVICE CATEGORY	DATES of SERVICE
Academic Support	
Budget and Financial Management	
Career Preparation	
Education Financial Assistance	
Employment Program / Vocational Training	
Family Support/ Healthy Marriage Education	
Health Education and Risk Prevention	
Housing, Education, and Home Management	
Independent Living Needs Assessment	
Mentoring	
Other Financial Assistance	
Post-Secondary Educational Support	
Room and Board Financial Assistance	

### **Federal NYTD Definitions for Independent Living Service Categories:**

#### **Academic Support**

- Services to help youth finish school. **Example:** *tutoring, literacy training, study skills training, etc.*

#### **Budget-Financial Management**

- Services related to budgeting and financial life skills. **Example:** *build a budget, open a bank account, credit check, etc.*

#### **Career Preparation**

- Services provided to help find, apply for and retain employment. **Example:** *fill out applications, interview classes, etc.*

#### **Educational Financial Assistance**

- Services to receive financial assistance. **Example:** *Complete applications for Education Training voucher (ETV), Voc Rehab, Scholarships for school, books, etc.*

#### **Employment Programs or Voc Training**

- Services designed to build youth skills for specific trade/vocation, or career. **Example:** *Job Corps training, trade classes, etc.*

#### **Family Support/Healthy Marriage**

- Services regarding education on maintaining healthy relationships, parental and childcare skills, spousal communication, violence prevention, etc. **Example:** *Educational classes and seminars.*

#### **Health Education/Risk Prevention**

- Services specific to health related topics, not direct health care. **Example:** *education on safe sex, dental hygiene, how to schedule a doctor's appointment, etc.*

#### **Housing Education/Home Management**

- Services regarding housing responsibilities and home management. **Example:** *searching for permanent housing, learning to clean and maintain a household, etc.*

#### **Independent Living Needs Assessment**

- Completed Assessment. **Example:** *Casey Life Skills website; ND requires all 16 year olds in care to be assessed.*

#### **Mentoring**

- Does the youth meet regularly one-on-one with a mentor, someone who is a trained and screened adult in the community?

#### **Other Financial Assistance**

- Services to receive other assistance to assist the youth in living independently. **Example:** *SSI, SSDI, etc from the state.*

#### **Post-Secondary Educational Support**

- Services and support for the youth to enter college. **Example:** *campus tours, filling out applications/ financial aid/ scholarships, test preparation, etc.*

**Room/Board Financial Assistance:** Does the youth receive monetary support through the Chafee Independent Living Program? If so, have room and board flex funds been spent on this youth?

# NYTD SURVEY DATA COLLECTION

**\*\* County, DJS, Tribal Case Managers and Chafee IL Coordinators may be asked to assist in survey data collection \*\***

**NYTD Survey data** will include County, DJS, and Tribal IV-E foster care youth who meet age eligibility. The Children and Family Services (CFS) office will identify eligible youth and communicate with case managers to administer the NYTD Survey. If youth choose to participate in the age 17 NYTD survey, North Dakota has 45 days from their 17<sup>th</sup> birthday to collect the survey data during specific cohort years (*see cohort chart below*). The youth must also be in foster care the day they take the survey.

## NYTD Survey Cohorts:

Federal Fiscal Year	Cohort	Requirements	Participation % Needed
<b>FFY 2011</b> (Oct 1 – Sept 30)	Cohort #1	Survey 17 yr olds within 45 days after bday	80%
<b>FFY 2012</b> (Oct 1 – Sept 30)	No survey's due this year only report IL services data.		
<b>FFY 2013</b> (Oct 1 – Sept 30)	Cohort #1	Survey 19 yr olds within 6 months after bday	80% in foster care + 60% no longer in care.
<b>FFY 2014</b> (Oct 1 – Sept 30)	Cohort #2	Survey 17 yr olds within 45 days after bday	80%
<b>FFY 2015</b> (Oct 1 – Sept 30)	Cohort #1	Survey 21 yr olds within 6 months after bday	80% in foster care + 60% no longer in care.
<b>FFY 2016</b> (Oct 1 – Sept 30)	Cohort #2	Survey 19 yr olds within 6 months after bday	80% in foster care + 60% no longer in care.
<b>FFY 2017</b> (Oct 1 – Sept 30)	Cohort #3	Survey 17 yr olds within 45 days after bday	80%
<b>FFY 2018</b> (Oct 1 – Sept 30)	Cohort #2	Survey 21 yr olds within 6 months after bday	80% in foster care + 60% no longer in care.

*This table shows to FFY 2018, but will continue every three years.*

## Survey Exemptions Include Foster Youth:

- ☐ In a trial home placement;
- ☐ In placement and care of tribal social services and are not Tribal IV E;
- ☐ In an adjudicated delinquency placement such as detention facilities (YCC), forestry camps, training schools and facilities specific to youth in detention.

CFS will work with Decision Support Services (FRAME data analysts) to ensure the list of eligible youth is identified and analyzed weekly during the survey year. CFS will determine if the youth is exempt and will monitor that youth status for 45 days following their birthday. If the youth is exempt from the NYTD survey, case managers will not get an email with survey instructions. **Example:** If the youth is on a trial home visit, CFS will track that placement for the 45 day duration past the 17<sup>th</sup> birthday to ensure he/she meets full exemption.

It is very important to have FRAME data up- to- date to assist the state office with tracking eligible youth during the required 45 day tracking period.



### Runaway Youth:

Age eligible **runaway foster youth** are included in the NYTD survey population. If not located within the 45 day window, ND will identify them as “runaway/missing” in our data report for the reason the survey was not completed. ND will get a participation rate penalty as **runaway** status does go against the **ND participation rate**. There is an 80% required participation rate for the 100% eligible foster care population. This 80% participation rate provides states wiggle room taking into account circumstances which are out of our control such as a runaway foster youth.

### Voluntary Nature of the NYTD Survey:

Eligible foster youth must be asked if they would like to participate in the voluntary three-part (age 17, 19, 21) NYTD Survey. The voluntary nature of the NYTD survey is very important for case managers and youth to understand. Youth in foster care are not required to complete the NYTD survey, rather the state is required to ask the youth if he/she would like to participate.

- The NYTD survey is voluntary and if the youth declines to participate at age 17, there is no penalty to the youth or to state funding.
  - **However, North Dakota will be subject to fiscal penalty** if a youth takes the first NYTD survey at age 17 and then he/she is not able to be located or declines to participate at ages 19 and 21 to complete the remaining two surveys. ☹
- Youth must understand; if they choose to take the NYTD Survey at age 17 they will be part of the ND NYTD Survey Group and will be contacted by ND Children & Family Services (CFS) each year until they reach age 21. CFS will work to maintain at minimum annual contact to help retain current/active addresses, phone numbers, emails, etc. Increased contact will also help CFS locate the youth to complete part 2 (age 19) and part 3 (age 21) follow up surveys.

**Follow Up Data/ Age 19 and 21 NYTD Surveys:** If a youth completes the first NYTD Survey at age 17, he/she must be surveyed again for the second NYTD survey at age 19 and the final survey at age 21.

If the youth remains in foster care:

- Case managers will be asked to administer the survey again at that time.

If the youth no longer remains in care:

- If applicable, the Chafee Independent Living program will administer the survey.

If the youth is not active in foster care or Chafee IL program:

- CFS will make efforts to locate the youth to administer the NYTD survey.

**Future Contact Forms** will be VERY IMPORTANT and HELPFUL for CFS to remain in contact/locate the youth again to complete the last two parts of the NYTD survey.

#### ND Youth Website

<http://www.nd.gov/ndyouth/>

#### Children & Family Services (CFS) NYTD Contact:

**Kelsey Bless, LCSW**  
Chafee Independent Living  
Administrator  
Phone: 701-328-4934  
Email: [kmbless@nd.gov](mailto:kmbless@nd.gov)

# How to Administer the NYTD Survey

## Case Manager Instructions

1. CFS will run a FRAME report each week to determine which foster care youth are age eligible to take the NYTD survey. At that time, CFS will identify if any youth are exempt (*trial home visits, incapacitated, etc*) and will track the exemption for the 45 days.
2. CFS will contact the eligible foster care youth's case manager via email with notification/survey instructions. CFS will ask case managers to administer the survey during the monthly visit or over the phone. No electronic survey options are available at this time. North Dakota only has 45 days after the youth's 17<sup>th</sup> birthday to gather survey data while he/she is in foster care.
3. CFS will mail the case manager the NYTD Survey Packet:
  - a. Read the Case Manager Information Sheet
  - b. Read and provide the youth the NYTD Survey Information Sheet
  - c. Read and have youth sign the NYTD Consent Form
    - This is the form they can **choose to participate** or **decline to participate**.
  - d. Provide youth with a copy of the signed consent form
  - e. **If the youth chooses to decline to take the NYTD Survey**
    - Have the youth check "decline to participate" and sign the form.
    - Return the form to CFS as there is nothing further required.
  - f. **If the youth chooses to participate/complete the NYTD Survey**
    - Remind the youth that this is a three part survey (17, 19, and 21 years old)
    - Have the youth complete the survey questions
    - Have the youth complete Future Contact Forms **\*\*VERY IMPORTANT\*\***
    - Return the completed survey and future contact forms to CFS.
4. CFS will send a reminder email to the case manager about the 45 day time period!
5. The case manager will return (mail or scan/email) the completed survey packet to CFS.
6. CFS will mail the youth an incentive gift card if he/she completed the survey.
  - a) **Age 17** - youth receive a **\$10** gift card for completing the survey
  - b) **Age 19** - youth receive a **\$20** gift card for completing the survey
  - c) **Age 21** - youth receive a **\$50** gift card for completing all three surveys.
7. Youth or Case Manager must sign the gift card receipt form and return it to CFS for filing.
8. CFS will enter all NYTD Survey data into FRAME on your behalf.

**\*\* THANK YOU FOR ASSISTING NORTH DAKOTA WITH NYTD SURVEY EFFORTS!\*\***



## Q & A for NYTD Survey

1. **Does North Dakota need to survey every 17 year old foster care youth each year?**
  - a) No; eligible youth are determined and separated into cohorts (every three years). North Dakota must survey eligible 17 year old foster youth within 45 days after their birthday certain years.
2. **Can case managers plan ahead and survey an eligible youth a few days before their 17<sup>th</sup> birthday?**
  - a) No; federal regulations require the NYTD survey be administered following the youth's 17<sup>th</sup> birthday in order to meet full compliance.
3. **Can case managers working with the youth take the survey for the youth?**
  - a) No; the youth must answer the survey questions to the best of his/her ability. Professionals working with the youth can read the questions to the youth if they need, but not answer the question for them.
4. **Can case managers working with the youth change the answers to the questions we know were answered incorrectly by the youth?**
  - a) No; case managers working with the youth cannot change the answers if they know the youth responded incorrectly. The survey is asked to youth for the purpose of identifying how youth understand their current situation and the services provided to them.
5. **If a youth turns age 17 on September 30, 2013, does the youth qualify to be surveyed since the new survey year begins October 1, 2013?**
  - a) No; foster youth become eligible if they have a 17<sup>th</sup> birthday between October 1 – September 30 during identified cohort years.
6. **If a youth turns age 17 and is discharged 25 days later..... does the youth qualify to be asked to complete the NYTD survey?**
  - a) Yes; however the youth would need to take the survey "*while in foster care*" in order to be eligible to take the two future NYTD surveys at age 19 and 21. If the youth does not complete the survey before discharge on day 25, this case would not get a penalty or go against the 80% required participation rate as the time in care expired before the 45 day data collection window. ND would report on this youth, but there would be no penalty.
7. **If a youth enters foster care 50 days after their 17<sup>th</sup> birthday, is he/she eligible for the NYTD survey?**
  - a) No; the 45 day window has passed and the youth would not be eligible for the NYTD survey.
8. **If a youth enters foster care 30 days after their 17<sup>th</sup> birthday there will only be 15 days left in the 45 day window to survey them. What will happen if we do not get the youth surveyed in time?**
  - a) If the youth is not surveyed in those 15 days, this case would get a penalty and go against the 80% participation rate. CFS will only know the child exists in the ND child welfare system if the case is entered in FRAME. A FRAME report is pulled weekly (*sometimes more often*) and hopefully this case would be noticed in time?
9. **If a youth is a runaway and we cannot locate the youth, will North Dakota get penalized?**
  - a) If a youth is a runaway and does not return within the 45 days, this case would get a penalty and go against the 80% participation rate. There is an 80% required participation rate for the 100% eligible foster care population; an 80% participation provides states wiggle room taking into account circumstances which are out of our control such as a runaway foster youth.

**10. If a youth “declines to participate” and does not take the NYTD survey at age 17, will North Dakota get penalized?**

- a) No; the case would be included in the required participation rate data report. “Decline to participate” is an appropriate participation response for NYTD data collection. Youth are not required to take the NYTD survey; rather states are required to ask the youth if he/she would like to participate. The survey is completely voluntary, but North Dakota needs an answer from youth either way!

**11. If a youth takes the NYTD survey at age 17 and “declines to participate” at age 19, will North Dakota get penalized?**

- a) Possibly; at age 19 and 21 North Dakota is required to have a 80% participation rate for youth in foster care and a 60% participation rate for youth no longer in foster care. A “decline” is not included in the participation rate at age 19 and 21 and will go against the overall state percentage. If youth decides at age 19 and 21 that they want to “decline” and do not answer at least one question of the survey; they did not participate per federal regulations.

**12. If North Dakota gets an 83% participation rate, does the state get a fiscal penalty?**

- a) No!! States are required to get an 80% participation rate from eligible foster youth when they are age 17. The 20% provides wiggle room taking into account circumstances which are out of our control such youth entry into care on day 44, runaway foster youth, etc.
- b) At age 19 and 21, an 80% participation rate is required again for youth in foster care and a 60% participation rate is required for youth no longer in foster care.

**13. If a youth turns age 17 on September 30, 2014 (the last day of FFY 2014) is he/she required to be surveyed during this cohort year?**

- a) Yes, CFS will work with the case manager to administer the survey in a timely manner. Remember, youth cannot take the survey before they turn 17, so the case manager will need to ask him/her on or after the 17<sup>th</sup> birthday. States are given a 45 day data collection period, as long as North Dakota administered the survey within the 45 days, we would be in compliance!

**14. Tribal IV-E youth are case managed by Tribal Social Service Case manager, but the County will enter IV-E information into FRAME. Who is responsible to collect the survey data?**

- a) The Tribal Social Services case manager who is working directly with the youth will be asked to contact the youth and administer the survey within 45 days. County may be asked to provide CFS the name of the Tribal IV-E case manager as FRAME does not provide that info.

**15. Are there additional resources about NYTD that I can view?**

- a) Yes; NYTD Federal Rule at <http://www.nrcyd.ou.edu/images/nytd/finalrule.pdf>
- b) NYTD Guidebook found at <http://www.napcwa.org/home/docs/NYTDGuidebook.pdf>
- c) The Administration for Children & Families - Click on “Show All Answers”  
<http://www.acf.hhs.gov/programs/cb/systems/nytd/faq/category/youth.htm#>.
- d) Understanding Incentives and Motivators for Participation in the Youth Outcome Survey  
[https://www.nrcwdt.org/resources/nytd/docs/NYTD\\_TA\\_Brief\\_6\\_Understanding\\_Incentives\\_081010.pdf](https://www.nrcwdt.org/resources/nytd/docs/NYTD_TA_Brief_6_Understanding_Incentives_081010.pdf)
- e) Practical Strategies for Tracking and Locating Youth  
[http://www.acf.hhs.gov/programs/cb/laws\\_policies/practical/index.htm#](http://www.acf.hhs.gov/programs/cb/laws_policies/practical/index.htm#)

**Thank you to all staff involved with NYTD efforts across North Dakota!**

**North Dakota NYTD Contact:**

**Kelsey Bless, LCSW**  
Chafee Independent Living Administrator  
Phone: 701-328-4934  
Email: [kmbless@nd.gov](mailto:kmbless@nd.gov)